



**RESOLUTION**  
**2022-015**

**A Resolution to Authorize Personnel Action**

**WHEREAS**, the Town of Townsend is in need of an Administrative Assistant on town staff;  
and

**WHEREAS**, the following position was previously advertised to solicit the best candidates  
for service to the Town of Townsend; and

**WHEREAS**, Ms. Kelsey Gallagher meets and exceeds the requirements for the position,  
including over 10 years of administrative assistant experience and;

**WHEREAS**, the following individual has been recommended by the Town Council Human  
Resources Chair and Co-Chair and the Town Manager after due consideration of qualified  
applicants.

**NOW AND THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF TOWNSEND,  
DELAWARE ON June 22<sup>nd</sup>, 2022,**

- 1.) That Ms. Kelsey Gallagher, be hired as a full time Administrative Assistant.  
Compensation is to be at a Full-Time salaried rate of \$39,000.00 plus benefits as  
outlined in the Employee Handbook upon successful completion of her  
probationary period.
- 2.) Ms. Gallagher will report to the Town Manager. Ms. Gallagher is expected to begin  
employment on or about June 27<sup>th</sup>, 2022.

**IN WITNESS WHEREOF**, I hereunto set my hand and caused the Seal of the Town of Townsend  
to be affixed on this 27<sup>th</sup> Day of June 2022.

Passed and Approved This 22<sup>nd</sup> Day of June 2022.

**TOWN OF TOWNSEND**

Scott Lobdell, Mayor

**ATTEST:**

Antonina Tantillo, Town Manager

Vote of Council	Yea	Na	Abs
Mayor S. Lobdell	-	-	-
CM E. Dugan	X		
CM J. Mertz	X		
CW L. Clarke	X		
CW S. Rojas	-	-	-